



DROP BOX PROCEDURES

- ◆ ***NO EMERGENCY MATTERS OR TIME SENSITIVE MATERIALS SHALL BE PLACED IN THE DROP BOX.***
- ◆ ***SUBMISSIONS REQUIRING A FEE PAYMENT SHALL NOT BE PLACED IN THE DROP BOX.***
- ◆ **DROP BOX HOURS:** 7:00 a.m. until 5:30 p.m Monday through Friday.
- ◆ Documents submitted between 7:00 a.m. and 4:30 p.m. will be filed the date of submission. Documents submitted after 4:30 p.m. will be filed the next business day.
- ◆ Documents placed in the box will be retrieved at the following hours:
 - 8:30 a.m.
 - 2:30 p.m.
 - 4:00 p.m.
- ◆ All documents must be securely stapled. The Clerk's Office is not responsible for loose pleadings which may fall apart after placement in the box.
- ◆ All filings should consist of a clearly marked "Original" and a clearly marked "Judge's Copy" (See Local Rule 5.1).
- ◆ All documents must be formatted in compliance with LR 10.2.
- ◆ The filer must place a RECEIVED stamp indicating the date of submission at the top center of all documents and copies tendered using the stamp machine provided.
- ◆ Carefully place documents in the slots provided, separating the civil from criminal submissions.
- ◆ Anyone requiring a conformed copy of a document should submit an extra copy (above and beyond the original and judge's copy submitted), and a self-addressed, stamped envelope. Conformed copies of documents requiring a judge's signature will not be returned until the document has been signed.

Questions concerning these procedures may be directed to:

Craig W. Meyer, Portland Division Manager
or
Deirdre Neal, Portland Deputy Division Manager
U.S. District Court - District of Oregon
1000 S.W. Third Avenue, Suite 740
Portland, OR 97204-2902
Tel: 503-326-8091 Fax: 503-326-8010